

(Draft dated 27 December 1956)

NOTICE

NO. []

PERSONNEL

1957

THE BIOGRAPHIC PROFILE

1. This notice outlines the initiation of the preparation of Biographic Profiles for staff personnel. A Biographic Profile is a standardized digest of factual and evaluative data for use by Supervisors, Operating Officials, and Career Services in formulating and implementing decisions concerning the utilization and development of the individual. This digest will support various programs and activities in the Agency, such as, the Competitive Promotion Program [] dated 29 November 1956), assignment of personnel, selection of individuals for special duty or detail, selection for competitive development opportunities, and Career Planning for Individuals [] dated 13 November 1956). The Biographic Profile is, in a sense, an organized index, centrally prepared according to predetermined standards, of the basic data necessary for the day-to-day personnel administration of the Agency's people. The Biographic Profile (Form 1080) is the standardized biographic document for Agency use and eventually will supersede all other versions used throughout the Agency.

2. The Biographic Profile, compiled from documented information on file in the Office of Personnel and in the Office of Training, includes a summary of background, education, experience, (training evaluation) and potential of an employee. The Profile is in two parts. PART I contains factual data and copies will be furnished, as appropriate, to those persons needing such information. PART II contains subjective and evaluative data extracted from Fitness Reports, Career Preference Outlines, Overseas Reassignment Questionnaires, memorandums of commendation, reprimands, etc. Copies of PART II will be furnished on a much more limited EYES ONLY basis to designated officials upon proper justification. Copies of both PART I and PART II will be automatically furnished to Heads of Career Services concerned and to the Vital Materials Center.

3. The Director of Personnel is responsible for the preparation and maintenance of all Biographic Profiles, with production priorities determined by him on the basis of stated requirements by Heads of Career Services. Emphasis will be placed first on the preparation of Biographic Profiles for personnel at the GS-11 level. It is estimated that Profiles for all personnel will be completed by 31 December 1958. The Director of Personnel will ensure that each employee has an opportunity to review PART I of his Biographic Profile before the Profile becomes an official document. It is the responsibility of each person to review PART I of

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his Profile in detail, making such changes as might be necessary, to reflect accurate and current data. If an individual is overseas at the time his Profile is prepared, a copy of PART I will be retained in the Central Processing Branch, Office of Personnel for his verification upon his return.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: ALL EMPLOYEES